

New Jersey Department of Community Affairs
Weatherization Assistance Program
Request for Proposal
Frequently Asked Questions (FAQ)

- Q)** Is the 35% advance only for the LIHEAP grant?
A) This is a one-time advance and is given every time a grant is executed. No payments will be reimbursed until advance funds are accounted for.
- Q)** For the budgeting purposes, if agencies don't need funds for the financial audit; can the funds be applied elsewhere?
A) All categories have a cap except for Program Support. If funds aren't allocated in a particular category, the funds must be allocated to program support and weatherization materials.
- Q)** Are the budget caps applicable to all three grants?
A) Yes
- Q)** Do agencies need to upload individual audits on SAGE?
A) Applicants can provide a summary for the last three years of audits that should include the findings as well as the corrective actions taken.
- Q)** Can you upload different documents for the same link in SAGE?
A) SAGE should allow you to upload multiple documents. If not, please contact help desk for assistance.
- Q)** For the counties, does DCA want audit findings for the entire county government?
A) Audit findings should target only the specific department overseeing weatherization assistance program.
- Q)** If there are no findings or unqualified findings, how should the agency proceed with reporting?
A) Applicants should provide statement explaining there have not been any audit findings within the requested time period.
- Q)** Are supporting documents needed to prove that agencies have no audit findings?
A) Certification should be sent proving there were no audit findings. For agencies currently in the program, DCA can verify whether this is accurate.
- Q)** Are resumes need for all agency employees?
A) Resumes for all employees being charged to the weatherization program are required. Applicants are not required to submit resumes for contractors.
- Q)** SAGE states for management only in the resume field, please clarify?
A) The resume field is generic to all applications. All resumes need to be uploaded.
- Q)** Does the RFP have to reflect whether you are working with another agency?
A) No, that is the option of the applicant.

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- Q)** If partnering, how will a lead agency document the collaboration with another agency?
A) A memorandum of understanding should be signed by both parties and included with application.
- Q)** Does the lead agency have to specify during the RFP process that they are collaborating with another agency or can this be determined after the grant is awarded?
A) The collaboration can be identified after the award is granted as long as the applicant demonstrates capacity to serve the target area in the application.
- Q)** If an agency is partnering with another, who submits the RFP?
A) RFP is to be submitted by the lead agency. Partnering agency is advised to provide the necessary information needed for the RFP to the lead agency
- Q)** Would the staff of the partnering agency need to be identified, if partnering with another agency?
A) Yes, budget submitted should have two components; Lead and subcontractor. In this case, the partnering agency's resumes should be included.
- Q)** Wouldn't the subcontracting of another agency need to be bided out?
A) No, only contractors completing the actual weatherization measures need to be bided.
- Q)** What should be submitted if all staff is not in place?
A) At a minimum, a job description for that position is needed.
- Q)** Is the percentage for administrative the same for the partnering agency?
A) The cap is 5%. The lead agency and its partners need to negotiate the administrative costs amongst themselves.
- Q)** How do agencies demonstrate training that has been received when certain trainings do not provide certifications?
A) Applicant must indicate in training plan details which include time frame when the training was taken, which staff members attended etc. For those trainings that did provide certifications, include copies of the certifications with the staff member's resume.
- Q)** Once awarded the LIHEAP grant, do agencies need to fill out an application and provide budgets for the remaining two grants?
A) Yes

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- Q)** Are the text areas in SAGE limited to the character caps set?
A) Yes, if agencies need more space, written documents with a cover letter can be mailed explaining that you would like to expand on certain forms. All documents must be in DCA by December 29. Not postmarked, in office by December 29th by 4:30p.m.
- Q)** Can agencies hand deliver documents?
A) Yes
- Q)** What is the process if the indicated partnering agency changes during the grant?
A) The lead agency will need to submit a budget revision to reflect any changes made.
- Q)** Are additional documentation allowed such as letter of support or only what is requested on the list?
A) Any documentation supporting your application for the RFP is allowable.
- Q)** If funds are moved from a category such as financial support and an agency would like to move them back, is this allowed?
A) With DOE grants, once funds are moved into production, they cannot be changed. More flexibility is allowed with LIHEAP/HIP.
- Q)** Will past performance be considered?
A) Yes.
- Q)** Can a for profit agency apply?
A) No.
- Q)** Does the chart reflect poverty on a 100% or 200% scale?
A) These poverty figures are 2010 U.S. Census data.
- Q)** How can we relate census poverty to houses?
A) U.S. Census provides housing characteristics per county.
- Q)** Does the agency ask for all three grants or only LIHEAP alone?
A) Only for LIHEAP.
- Q)** In Attachment A Workflow Process outline, DCA wants the work flow process outline and the name of the employee completing the task?
A) Yes, the agency must identify the staff position responsible for tasks listed in the work flow process.

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- Q)** Is the \$10,000 for the Training and Technical Assistance for every year or per grant?
A) The \$10,000 allocation is per grant through life of grant term.
- Q)** The \$10,000 for the Training and Technical Assistance comes out from the agency total grant?
A) Yes.
- Q)** Is the training line item flexible?
A) No.
- Q)** If an organization plans to apply for more than one service area, do they need to submit a separate application for each service area, or just one application for both service areas?
A) They must submit separate applications for each service area.
- Q)** Are we allowed to include the New Indirect rate of 10.5% as per the new Federal Guidelines?
A) No.
- Q)** When applying for the LIHEAP Grant do we use the amount reflected under the LIHEAP column or the total amount for the target area?
A) Amount reflected under the LIHEAP column.
- Q)** Are we allowed to change the flow chart to fit the agencies work profile?
A) No.
- Q)** In regards to the Board Resolution, what if an agency has not met during the RFP process and is not able to upload the Board Resolution?
A) Provide a letter stating why there is no board resolution and upload letter in place of the Board Resolution in DCA SAGE.
- Q)** In regards to local government agencies, we are audited by the county; we would just submit a summary of our audits?
A) For local units of government, you must upload a summary of the county audit.
- Q)** With the 3 years of audit, in regards to the local government agencies the summary letter that we will have to submit will need to be on the accounts letter head and not the agency letter head?
A) No, it will have to be on the agency letter head.
- Q)** The grants are for a three year period. Is there a 21 month contract and then a 15 month contract?
A) No, it is a three year period, but it is really three grant years.

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- Q)** The dollar amount that is listed in the RFP, it will be spread over the 21 months?
A) Yes, the funds are spread over the grant term, which in this case is January 1, 2015 through September 30, 2016.
- Q)** In regards to the \$10,000 for training, is that \$10,000 for all three years?
A) It is \$10,000 for the grant term. In the case of LIHEAP Weatherization it is \$10,000 that agency has available for training beginning January 1, 2015 through September 30, 2016. In the case of DOE which starts July 1, 2015 – June 30, 2016 you have \$10,000 available for training.
- Q)** Does the applicant need to have physical presence in each county in the service area?
A) Yes. It can be through partnerships.
- Q)** If the organization plans to contract with a vendor to provide energy auditing services, can that same vendor also serve as the RRP and the BPI-certified Quality Control Inspector, if they have those certifications?
A) The Agency must be certified as an RRP Firm. The Quality Control Inspector cannot be the same individual that conducts the energy audits.
- Q)** In addressing the collaboration component of the grant. How is the issue of insurance coverage addressed by the lead agency? I know that through grant policy and requirement there must be insurance coverage. In better defining the whom and how, issue of insurance coverage in staying in compliance within a collaborative relationship is there a guideline or policy? As a collaborator it is difficult to get a policy underwritten if an agency is not a signatory in the contract. Can you please provide definition?
A) Lead agency must have insurance and ensure that partners have the required insurance.
- Q)** Does that mean that the partner must have their own coverage or does it mean that the lead agency is covering the agency through the requirement of the Department?
A) The partnering agency must have its own coverage. Who pays the coverage should be negotiated among partners, or should be shared cost.

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- Q)** Social Service Agencies normally carry insurance protecting them from administrative services work not carry home modifications, improvement or upgrades. I have found that underwriters will not or are hesitant to insure an entity who has a secondary service with capital liabilities related to construction or home modifications. How has this concern been addressed previously. There are new agencies coming into the program that may not have any previous experience and are functioning in a collaborative environment.
- A)** Insurance is a program requirement.
- Q)** Will an insurance underwriter provide insurance to a collaborative partner and what is the protocol.
- A)** That is a question that can only be answered by an insurance underwriter.
- Q)** Under Management & Staffing attachments, there is a request for an annual report. Is this where we upload the audit findings? Also, is the Board Resolution needed now for HIP?
- A)** Board resolution is only needed for LIHEAP. Audit findings are to be uploaded on certification sheet.
- Q)** Based on the BPI website, there are currently only three (3) BPI-certified Quality Control Inspectors in the entire State of New Jersey. Has any thought been given to eliminating this requirement and simply allowing the local construction, electrical, and fire code officials, who have the final approval regardless, to perform this task? If not, how are organization expected to address this issue?
- A)** This is not a DCA requirement it is US Department of Energy requirement. Any agency awarded through this RFP must have a certified QCI on staff by April 1, 2015. If at that time the agency failed to meet this requirement they will be defunded.
- Q)** Do we apply like the USF/HEA grant where we treat it as applying for one grant HEA and later after it is awarded it will be broken down for example 60% HEA and 40% USF ? But the total is the same. The \$813,589 will be broken into a portion of DOE and a portion of LIHEAP after the award or the funding will be exactly \$813,589 for the LIHEAP portion and an addition amount for DOE be awarded later but right now it is unknown?
- A)** Applicants are only applying for the LIHEAP portion at this time. Upon winning the award, additional allocations will be awarded for DOE and HIP.

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- Q)** It costs an agency to run the weatherization program about 1 million per year (WX staff and other program support) but this application the allocated portion is only \$813,589 so do we try to run this program on only \$813,589 or the actual cost 1 million and allocate the short fall to DOE which will not be in this application?
- A)** Upon winning the award, additional allocations will be awarded for DOE and HIP.
- Q)** Also in this application do we put in a separate budget for HIP or just one combined budget for both \$1,236,906?
- A)** Applicants are only applying for the LIHEAP budget portion at this time.